THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH06422966**	DATE POSTED:	03/02/22
POSITION NO:	244297	CLOSING DATE:	03/15/2022 by 5 pm
POSITION TITLE:	**Information Systems Technician (S)**		
DEPARTMENT NAME / WORKSITE:	Navajo Department of Health/Navajo Epidemiology Center/Window Rock, AZ		

WORK DAYS:	M-F	REGULAR FULL TIME:	☑	GRADE/STEP:	BQ60A
WORK HOURS:	8:00 - 5:00 pm	PART TIME: ☐	NO. OF HRS./WK.:	$ 32,635.44	PER ANNUM
SENSITIVE ☑		SEASONAL: ☐	DURATION :	$ 15.63	PER HOUR
NON-SENSITIVE ☐		TEMPORARY: ☐			

DUTIES AND RESPONSIBILITIES:

This position will confer consistently with federal partners such as the Centers for Disease Control & Prevention (CDC) to ensure compliance with this cooperative agreement and the Indian Health Service (including the Navajo Area IHS and P.L. 93-638 health care facilities) to coordinate and develop public health (PH) data agreements towards the development of the centralized data repository; will coordinate with a designated consultant who will assist with the Information Technology (IT) aspects of this project to develop, implement and maintain the repository for the duration of this cooperative agreement; will collaborate with State health departments such as Utah, Arizona, and New Mexico, to support the repository and to share PH data; and will perform routine duties involving installation and maintenance of information systems hardware, software and peripherals. This position will receive regular guidance from the Senior Network Specialist and the Senior Programs and Projects Specialist (weekly), will participate in TECPHI team meetings to keep up to date on projects and deadlines, and attend monthly NEC staff meetings to discuss activities and milestones. This position will adhere to Navajo Nation policies and procedures for IT management and network security procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

• An Associate's degree in Computer Science or related field with two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or an equivalent combination of education and experience.

Special Requirements:

• Possess a valid state driver's license.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Familiarity or willingness to become knowledgeable of the Navajo Nation's data processing and computer systems network and to work cohesively with others to establish a health information data infrastructure. Familiarity with firewalls is preferred in order to protect the data that NEC will obtain and to ensure a sufficient data repository is established and sustained.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.